DOCUMENT RESUME

ED 343 597 IR 053 956

TITLE	Library Automation Style Guide.
INSTITUTION	Gaylord Bros., Liverpool, NY.
PUB DATE	Oct 91
NOTE	18p.
AVAILABLE FROM	Gaylord Information Systems, 9272 Morgan Road, Liverpool, NY 13088 (free).
PUB TYPE	Reference Materials - Vocabularies/Classifications/Dictionaries (134)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Abbreviations; Definitions; Glossaries; *Information Technology; Jargon; *Library Automation

ABSTRACT

This library automation style guide lists specific terms and names often used in the library automation industry. The terms and/or acronyms are listed alphabetically and each is followed by a brief definition. The guide refers to the "Chicago Manual of Style" for general rules, and a notes section is included for the convenience of individual users. (MAB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED343597

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Library Automation Style Guide

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Nancy Schoonmaker

BEST COPY AVAILABLE

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

1205 3956

Courtesy of

GAYLORD
the TrustedSource®

GAYLORD INFORMATION SYSTEMS'

LIBRARY AUTOMATION

STYLE GUIDE

October 1991

Gaylord Information Systems
P.O. Box 4901
Syracuse, NY 13221
1-800-962-9580

REFERENCES

Chicago Manual of Style, University of Chicago Press.

Webster's Ninth New Collegiate Dictionary, Merriam-Webster, Inc.

INTRODUCTION

In order to present a consistent image in written communications, we have developed a library automation style guide that has become a valuable reference tool for us. We are pleased to present you with a complimentary copy.

We do not consider this document to be complete, and it will be regularly revised. This style guide has been limited to specific terms and names often used in the library automation industry, and refers to the *Chicago Manual of Style* for general rules. A notes section has been included to allow you to customize your style guide.

It is our pleasure to share the Gaylord Information Systems' Library Automation Style Guide with you.

Sincerely,

GAYLORD INFORMATION SYSTEMS

AACR2 Acronym for Anglo-American Cataloging Rules, version 2. No need to spell out.

AMIGOS Bibliographic Council, Inc.

ANSI Acronym for American National Standards Institute. No need to spell out on first reference in typical circumstances.

ASCII Acronym for American Standard for Computer Information Interchange. No need to spell out on first reference in typical circumstances.

async Jargon for asynchronous. Avoid. Use asynchronous instead.

audio-visual

backup (n.) **back up** (v.)

barcode

batch processing (n.) **batch-processing** (adj.)

Baud

BISAC Interface Use in place of BT-ORDER because this SuperCAT utility provides an electronic book ordering interface to several vendors, not just Baker & Taylor Books.

Boolean

BPI Abbreviation for bytes per inch. Spell out on first reference.

bpi Abbreviation for bits per inch. Spell out on first reference.

BPS Abbreviation for bytes per second. Spell out on first reference.

bps Abbreviation for bits per second. Spell out on first reference.

bug (n.) Jargon for an error in a program. Do not use.

can Normally use can instead of may in documentation and screen displays.

CD Abbreviation for compact disc. Spell out except in CD-ROM.

CDMARC Bibliographic Database of MARC bibliographic records provided by the Library of Congress.

CDMARC Interface A GALAXY System utility that transfers MARC authority records from the Library of Congress' **CDMARC Names** and **CDMARC Subjects** CD-ROM databases to the GALAXY System authority database.

CDMARC Names Database of MARC name authority records provided by the Library of Congress.

CDMARC Subjects Database of MARC subject authority records provided by the Library of Congress.

CD-ROM An acronym for a compact disc acting as a read only memory device. No need to spell out.

check-in Use in place of discharge or return except in proposals where an RFP uses discharge or return.

check-out Use in place of charge or issue except in proposals where an RFP uses charge or issue.

CIRC-400 A circulation control program based on DEC PDP minicomputers using distributed processing. Discontinued product with current customers who are still supported.

Codabar

compact disc Preferred over using disc alone.

console Do not use interchangeably with station or terminal. A console is usually a controlling unit of the computer used to make changes in the program or system operation.

cps Abbreviation for characters per second. Spell out on first reference.

CPU Abbreviation for central processing unit. Do not use unless responding to someone using this term. Use central processing unit or processor instead.

The Croydon Company, Inc.

CRT Abbreviation for cathode ray tube. Do not use. CRT is not synonymous with terminal, workstation, or display.

Customer Support Center

data A plural noun. Requires a plural verb, e.g., data are.

database

data processing (n. and adj.) Do not hyphenate the adjective.

Datatrieve+ Report generator program on GALAXY System. Distinguish from Digital's VAX DATATRIEVE by calling it the GALAXY Datatrieve+ report generator.

debug (v.) Jargon for removing problem from the system. Do not use.

DECnet A DEC trademark.

DECnet/OSI Phase V

DECserver 300

DECwindows A DEC trademark.

de-duplication

dial-in

Digital Equipment Corporation Do not abbreviate corporation. Use in first instance and you may use Digital or DEC afterwards.

direct access (n.) **direct-access** (adj.)

disc The compact disc used in a CD-ROM system. Use in a context where its meaning is clear.

disk A hard disk or fixed disk. Do not use as an abbreviation for diskette.

diskette A floppy diskette, not synonymous with disk.

display Normally use display instead of show in documentation and screen displays.

DOS Acronym for disk operating system. No need to spell out.

dumb label Do not use. Use random label instead.

end user (n.) **end-user** (adj.)

Ethernet

Export A SuperCAT utility that converts bibliographic and authority records from IPF to MARC II format.

FDDI Acronym for Fiber Distributed Data Interface. Spell out on first reference.

flowchart

functionality Never. Use function instead.

GALAXY® GALAXY is a registered trademark of Gaylord Bros. and as such should always be used to modify a noun. It may be used as GALAXY Integrated Library System, GALAXY ILS or GALAXY System. "Gaylord GALAXY" is obsolete.

GALAXY Acquisitions Module

GALAXY Cataloging Module

GALAXY Circulation Control Module

GALAXY Online Public Access Catalog

GALAXY Serials Control Module

GALAXY Terminal Emulator

Gaylord Bros. A division of The Croydon Company, Inc. Do not use when describing Gaylord Information Systems' products and services except when giving a historical view of the company.

Gaylord Information Systems A division of Gaylord Bros. Gaylord alone can be used after using Gaylord Information Systems. "Gaylord Information Systems' " is the possessive.

global search (n. and adj.)

GS-100 A circulation control program built around Apple IIe microcomputers using distributed processing. Discontinued product with current customers still supported.

GS-300 A circulation control program built around DEC PDP minicomputers using distributed processing. Discontinued product with current customers still supported.

hold-request Use instead of reserve unless an RFP uses reserve.

Import A SuperCAT utility to convert bibliographic and authority records from MARC II format to IPF.

input (n.) Do not use as a verb.

"intelligent label" A synonym for "smart label." Use "smart label" unless writing in response to RFP in which "intelligent label" is used.

intelligent terminal A programmable terminal.

interface (n. and adj.) Acceptable only when a more specific word is not available. Do not use as a verb.

inter-library loan Do not use ILL except in memos, charts, graphs, etc. or when responding to an RFP using ILL.

intra-system loan

I/O Abbreviation for input/output. Spell out.

ISO Acronym for International Standards Organization. No need to spell out.

K Abbreviation for kilobyte. It means 1,024 bytes. Leave no space between K and the preceding number, as in 640K. The abbreviation should not be used to mean 1,000 as in $25K.

KB Abbreviation for kilobyte. K is preferred.

keyboard

LAN Acronym for local area network, an interconnected group of computers. Spell out on first reference.

log off (v.) **log-off** (n. and adj.)

log on (v.) **log-on** (n. and adj.)

M Do not use as an abbreviation for one million, because it is often used as an abbreviation for one thousand by Gaylord's Order Department.

MARC Acronym for machine readable cataloging. Avoid using it alone, instead use it to modify a particular type of record, such as bibliographic, authority, or holdings. For example, MARC bibliographic records.

MARC II The formal standard for formatting bibliographic, authority, and holdings records. MARC II Communications format is preferred.

MARC DBMS Use MARC Database Management System on first reference. This is a DBMS developed and supported by Gaylord Information Systems.

MB Abbreviation for megabyte. It means 1,048,576 bytes. Leave no space between M and the preceding number, as in 5MB. Always write in uppercase.

microcomputer

microfiche

microfilm

microprocessor

minicomputer

mips Acronym for million instructions per second. Spell out on first reference.

modem Originally an acronym for modulate, demodulate.

MS-DOS

MultiModemV32 A trademark of Multi-Tech Systems, Inc.

MultiMux A trademark of Multi-Tech Systems, Inc., for a family of statistical multiplexers.

multiplexer

multiprocessor Two or more processors linked to a central unit that assigns work.

MultiTech Systems A registered trademark of Multi-Tech Systems, Inc.

network architecture The basic layout of a computer and its attached systems such as terminals and the paths among them.

NISO Acronym for National Information Standards Organization. No need to spell out.

OCLC Acronym for Online Computer Library Center, Inc. No need to spell out.

OCR Acronym for optical character reader or optical character recognition. No need to spell out in typical circumstances.

offline

Okidata Registered trademark of Oki America

online

on-site

option Normally use option instead of choices in documentation and screen displays.

OSI Acronym for Open Systems Interconnection

output (n.) Do not use as a verb.

PC-BACKUP Do not use because this GALAXY program features more than just circulation backup. It offers remote site, bookmobile, and inventory features. Use Portable-GALAXY instead.

personal computer Do not use abbreviation PC.

P.L. Do not use as an abbreviation for public library.

Portable-GALAXY The microcomputer based program that provides off-line circulation control functions for the GALAXY System.

POSIX

press Normally use press instead of hit or push in documentation and screen displays.

preventive As in preventive maintenance. Never preventative.

prioritize Never. Use to set priorities or rank instead.

PRISM Service An OCLC service.

PROM An acronym for programmable read-only memory. Spell out on first reference.

RAM An acronym for random access memory. No need to spell out in typical circumstances.

random label Label printed in numeric sequence, which is manually matched to records when it is placed on items or patron ID cards. Do not use dumb label.

real time (n.) **real-time** (adj.) Used to describe computer systems that have no delay in receiving an instruction and processing it.

ROM An acronym for read only memory. No need to spell out in typical circumstances.

select Normally use select instead of choose in documentation and screen displays.

set-up file

shelflist

"smart label" Item labels matched to electronic item records before they are printed. Bibliographic information is printed on the labels so they can be placed on the correct items. Always put in quotation marks.

stand-alone (adj.)

SuperCAT® SuperCAT is a registered trademark of Gaylord Bros. and as such should always be used to modify a noun. It may also be used as SuperCAT Cataloging Utility, SuperCAT LC MARC Database, and SuperCAT Cataloger's PowerStation.

SuperCAT+ A version of the SuperCAT program in which the MARC bibliographic database is maintained on a VAX. Current product.

SuperLINK™ Part of the GALAXY SuperNET family offering a networking interface to other vendors' systems. Based on NISO Z39.50 and OSI.

SuperNET A family of GALAXY System networking products.

SuperSEARCH™ Part of the GALAXY SuperNET family offering access to CD-ROM databases from OPAC terminals.

SuperSET A SuperCAT CD-ROM subscription that includes the monthly LC MARC English, quarterly LC MARC Foreign, National Library of Medicine, and law and business databases.

SuperSHARE™ Part of the GALAXY SuperNET family offering an interface to administrative systems.

TCP/IP Acronym for Transmission Control Protocol and Internet Protocol. No need to spell out on first reference in typical circumstances.

Terminal Emulator A GALAXY program used to make MS-DOS microcomputers support GALAXY terminal application.

ThinWire Ethernet

throughput

UNIX A trademark of AT&T.

user friendly Avoid. Use easy to use and operate.

USMARC

utilize Avoid.

V Abbreviation for volt. Spell out.

VAX A DEC trademark.

VAX Common Data Dictionary/Plus May use VAX CDD/Plus instead. A distributed data dictionary system provided by DEC for VAX systems.

VAX DATATRIEVE A query and report system provided by DEC for the VMS operating system. A DEC trademark.

VAXserver 3100e, Model 10

VAXserver 4000, Model 200

VAXserver 4000, Model 300

VAXshare A DEC trademark.

VAXstation 3100, Model 38

VAXstation 3100, Model 76

VDT Abbreviation for visual display terminal. Spell out.

VMS Mail Utility The electronic mail utility used by the GALAXY SYSTEM.

VMS Operating System

VTerm Do not use it to describe the GALAXY System's terminal emulation program because it is a copyrighted program we are not using. See terminal emulator.

VT320, VT420, etc. DEC trademarks.

VUP VAX unit of relative performance in which a VAX-11/780 has 1 VUP. 1 VUP approximately equals 1 mip. Do not use without an explanation.

W Abbreviation for Watt. Spell out.

WAN Acronym for wide area network. Spell out on first reference.

WLN Acronym for Western Library Network.

word processing (adj.) Do not hyphenate the adjective.

Xmodem A communications protocol.

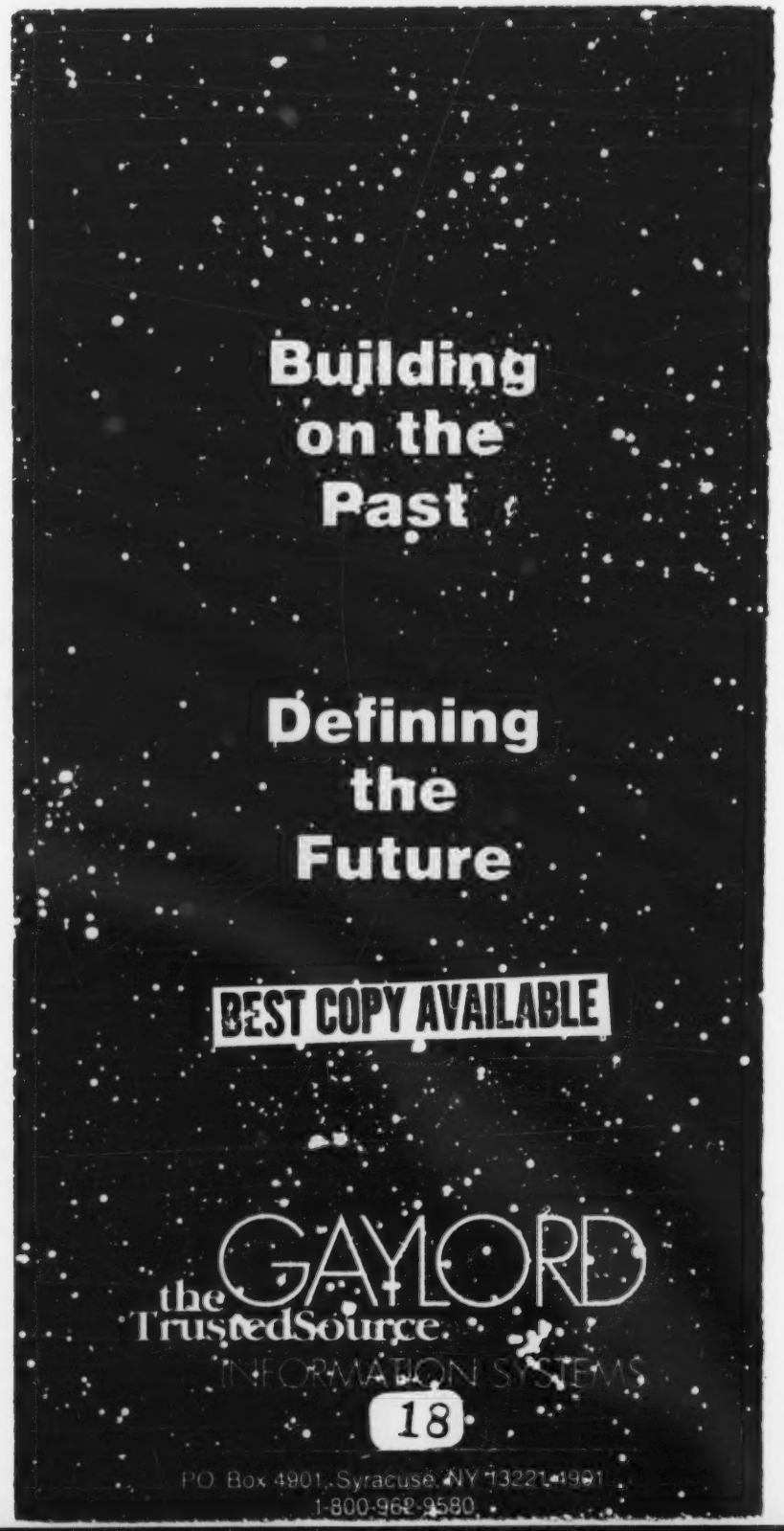
NOTES

NOTES

For additional copies of this style guide call
1-800-962-9580.

©Gaylord Bros. 1991
Printed in U.S.A.
Recyclable

17


Building
on the
Past
Defining
the
Future
BEST COPY AVAILABLE
the TrustedSource.
GAYLORD
INFORMATION SYSTEMS
18
PO Box 4901, Syracuse, NY 13221-4901
1-800-962-9580